

# **NIH PAY AND APPOINTMENT AUTHORITIES FOR NON-SCIENTISTS**

**Subject to HHS and NIH freeze guidelines**

**Total compensation** = annual rate of base salary, locality pay, 3Rs, SES Rank Awards, SES Performance Awards, Quality Step Increases, and Cash Awards

**Non-discretionary Pays**, i.e., Comparability Increases [Title 5, SES] Within-Grade Increases [Title 5]

## **Discretionary Pays**

<b>Promotions and QSI</b> s [Title 5]	<b>Rank Awards</b> [SES]
<b>Cash Awards</b> [Title 5, SES, SL]	<b>Performance Awards</b> [SES]
<b>3Rs</b> Up to 25% of base pay, must be approved by higher level IC official than the requesting/recommending official [Title 5, SES, SL]	

**APPROVAL AUTHORITIES DELEGATED TO IC DIRECTORS:** may be redelegated provided IC Director and OHR retain accountability

**Initial appointments** when grade is < GS-14 [applies to recruits under Title 5]

**Conversions or promotions** when grade is < GS-14 provided cumulative discretionary pay increases within the preceding 52 weeks are ? \$30,000 [Title 5]

**Reassignments, conversions, and extensions** with no change in total compensation [Title 5]

**Cumulative Discretionary Pay Increases** = \$30,000 within the preceding 52-weeks provided grade is < GS-14 [Title 5]

**Renewals of Retention Allowances** with no increase in the rate [Title 5, SES] provided total compensation = EX-I (\$166,700) in a calendar year

**Cash Awards** ? **\$10,000** [Title 5, SES/SL] and **Quality Step Increases** [Title 5] when cumulative discretionary pay increases are ? \$30,000 within the preceding 52-weeks

**IPA Agreements** when total NIH portion (base salary) is < GS-14/01 (appointments or details to NIH)

## **APPROVAL AUTHORITIES RETAINED BY THE DEPUTY DIRECTOR FOR MANAGEMENT, NIH**

**Initial appointments, conversions, promotions, & any discretionary pay increase (s)**, except for **Cash Awards** and **Quality Step Increases** within IC's delegated authority above, when grade is = GS-14 [Title 5]

**Cumulative Discretionary Pay Increases** > \$30,000 within the preceding 52-weeks [Title 5]

**Renewals of Retention Allowances** with an increase in the rate [Title 5]

**IPA Agreements** when total NIH portion (base salary) is = GS-14/01

**APPROVAL AUTHORITIES RETAINED BY THE DIRECTOR, NIH:**

**Cumulative Discretionary Pay Increases** > \$30,000 within the preceding 52-weeks regardless of total compensation [SES, SL]

**Recruitment and Relocation Bonuses and Initial Retention Allowances** [SES, SL]

**Renewals of Retention Allowances** with an increase in the rate [SES, SL]

**Comparability Increases:** [SL]

**SES, SL:** all annual pay adjustments

**SES Performance Awards** (with the concurrence of the Secretary)

**APPROVAL AUTHORITIES RETAINED BY THE SECRETARY:**

**Initial appointments, transfers, or reassignments of SES, SL**

**IPA Agreements:** outside NIH

Approved \_\_\_\_\_/s/\_\_\_\_\_ 7/26/02 \_\_\_\_\_  
Acting Director, OHRM Date